



POLICE SUPPORT SERVICES SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative support duties in providing staff support for the Support Services Division of the Police Department, including oversight responsibility for the Internal Affairs information database; and to provide information and assistance to the public.

Supervision Received and Exercised:

Receives general supervision from a Police Commander, or from other supervisory or management staff.

May exercise functional supervision over assigned temporary staff and volunteers.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage Internal information database and early intervention and identification system; recommend and implement goals and objectives for the system; input and update information; assign log in and password information and provide training to new personnel; establish and input coding criteria for the system; retrieve information; communicate with vendor and Information Technology regarding software issues.
- Research, analyze and complete Annual Complaint/Statistical Summary Report and Annual Review of Use of Force Incidents Report.
- Manage and maintain Internal Affairs files; process and distribute forms; review paperwork for accuracy and consistency; track and follow-up as necessary to ensure paperwork is complete.

CITY OF TEMPE

Police Support Services Specialist (continued)

- Process three year disciplinary history requests for early intervention and identification system; interpret and explain information on reports; retrieve questionable information and verify accuracy.
- Serve as liaison and administrative support for the Citizen's Review Board; manage and maintain database and files; provide statistical information; process new member applications; generate correspondence concerning Board; schedule meetings and training; prepare documents and information to be used for meetings; respond to inquiries regarding the Board and review process.
- Collect and analyze information and prepare reports on taser usage, officer involved shootings, pursuits, vehicle accidents, disciplinary actions and investigator statistics for media requests and Department inquiries.
- Develop and produce brochures, event programs, PowerPoint presentations, posters, fliers, forms, organizational charts, awards and certificates.
- Manage Awards database; input yearly, monthly and quarterly awards; maintain files; manage Police Department awards supply and order as needed.
- Generate proofs of compliance for Commission on Accreditation for Law Enforcement Agencies (CALEA) and unit statistics as needed for cases and Citizen Review Boards; provide information on CALEA standards.
- Assist and support Internal Affairs staff with report copies, investigation preparation for Command Staff and supervisors and document scanning; reproduce Internal Affairs investigations for attorneys, the City's Merit Board, AZPOST, and internal and external customers.
- Perform a wide variety of complex, responsible, and confidential administrative duties for a variety of staff.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Administer the annual purge of Internal Affairs files.
- Prepare invoices for investigation copy requests; process purchasing requisitions; monitor vendor accounts; order office supplies.
- Maintain Brady information.
- Process requests for background checks on former employees.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training, or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of full-time, responsible administrative support experience, including two years experience providing administrative support in a police agency, or a closely related field.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized administrative work in general office and business practices. Associate's Degree is preferred.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1125

FLSA: Non-Exempt